


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
<b>Chapter 31</b>	<b>Recruitment</b>	
<b>Date Initially Effective 11/15/94</b>	<b>By The Order Of:</b>  <b>Hassan M. Aden, Chief of Police</b>	
<b>Date Revised 07/30/13</b>	<b>Date Reissued 07/30/13</b>	<b>Page 1 of 4</b>

The recruitment, screening, and selection process is a vitally important element in the Greenville Police Department's efforts to attract and appoint qualified personnel. In order for the process to meet desired goals, it must be valid and measurable with minimum adverse impact. It is the policy of the Greenville Police Department to recruit and select the most qualified persons without regard to race, creed, sex, age or national origin.

### **31.1.1 RECRUITMENT PROGRAM ESTABLISHED**

CALEA Standard: 31.1.1

The Greenville Police Department has an established recruitment program to attract the most qualified applicants for actual or forecasted Departmental vacancies. One of the highest priorities of the Greenville Police Department is to provide the most effective and efficient service possible through quality personnel.

The recruitment program will be conducted in a manner consistent with Equal Employment Opportunity Commission (EEOC) regulations. The Greenville Police Department operates under the EQUAL EMPLOYMENT OPPORTUNITY POLICY adopted by the City of Greenville. The policy is maintained by the City of Greenville Human Resources Department and is available for all employees to review upon request.

To achieve maximum benefits, the recruiting process shall be a joint effort of the Greenville Police Department and the City of Greenville Human Resources Department.

### **31.1.2 RECRUITMENT RESPONSIBILITIES**

CALEA Standard: 31.1.2

The Administrative Services Bureau Commander will have the authority and responsibility to administer the recruiting program through the Personnel/Recruitment Unit.

Personnel designated to assist in recruiting efforts will be trained in personnel matters, especially equal employment opportunity, as it affects the management and operation of the Greenville Police Department. Recruitment teams may occasionally be assigned to visit local colleges for career day presentations or to conduct specific recruitment activities. Recruitment teams will be trained in these areas:

- The recruitment needs and commitment of the Greenville Police Department
- The career opportunities, salaries, benefits and training of the Greenville Police Department
- EEOC/AA compliance
- City of Greenville demographic data, its various community organizations and educational institutions
- The City of Greenville's diversity philosophy
- An overall understanding of the recruitment and selection process

- Characteristics that may disqualify candidates

When representatives from the department participate in recruiting activities, the Personnel/Recruitment Officer will ensure that they receive the appropriate training and knowledge needed for this temporary assignment.

**Employee's Role in Recruitment**

The Greenville Police Department involves all personnel in recruitment activities by:

- Participating in job fairs and other recruitment efforts
- Soliciting input concerning applicants known to officers or employees

**Minorities' Role in Recruitment**

Whenever possible, minority employees from the Greenville Police Department shall be included in formal recruiting presentations and pre-employment counseling programs.

By placing minority personnel and women, especially those of supervisory ranks, in recruitment roles, the Greenville Police Department can:

- Demonstrate their commitment to the minority community
- Enhance the receptivity of the minority community to the recruiter
- Increase the potential for recruiting minority personnel

**31.2.1 RECRUITMENT/EQUAL EMPLOYMENT OPPORTUNITY PLAN**

CALEA Standard: 31.2.1, 31.2.2, 31.2.3

The Greenville Police Department strives to maintain an ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in its service area and directs its recruitment efforts toward that goal.

To promote the aggressive recruitment of qualified women and minorities, the Greenville Police Department's Personnel & Recruiting Unit, under the supervision of the Administrative Services Bureau Commander, shall be responsible for the development, implementation, review, and revision of the Department's recruitment plan. Records of recruitment activities and Affirmative Action plans and activities shall be maintained by the Personnel and Recruiting Unit.

The Greenville Police Department Recruitment Plan shall comply with statutory and constitutional requirements and include these elements:

- A written statement of support from the Chief of the Greenville Police Department
- A statement of the Greenville Police Department's authorized, budgeted, and actual strength
- A statement of measurable objectives
- A statement identifying any impediments in the recruitment process and specific steps taken to overcome the impediments
- An evaluation of progress toward stated goals
- Procedures to evaluate progress at least every three years and revise/reissue as needed
- Procedures for seeking assistance and input from various community organizations and key community leaders
- Utilization of the Department's minority personnel who are fluent in non-English languages in recruitment activities

Recruiting needs should be determined through the use of progressive management principles and techniques to include:

- An analysis of demographic and geographic features of the agency's service area
- Specific knowledge of past efforts to attract minorities by similar agencies

**Equal Employment Opportunity Statement and Policy**

The Greenville Police Department is an equal opportunity employer. It is the policy of the City of Greenville and the Greenville Police Department to provide equal employment opportunity without regard to race, color, religion, sex, age, or national origin. Further, the City will provide equal employment opportunities to qualified persons having physical or mental disabilities. This policy extends to all areas of employment, including the hiring of new employees and any subsequent promotion, transfer, selection for training, wage and salary administration, and the application of the City's benefit program.

The City of Greenville provides reasonable accommodation to applicants and employees with disabilities when appropriate. Persons with disabilities should notify Human Resources and request accommodations during the application and selection process, if necessary.

The City of Greenville's complete Equal Employment Opportunity Plan is documented in Article XI of the City of Greenville Personnel Policies.

**31.2.2 ANNUAL ANALYSIS**

CALEA Standard: 31.2.2

An annual analysis, due in January, shall be conducted on the Recruitment Plan and shall include:

- Progress made on stated objectives
- Revisions, to the plan, as needed

**31.3.1 JOB ANNOUNCEMENTS AND RECRUITMENT NOTICES**

CALEA Standard: 31.2.1, 31.3.1

Advertising and posting of job announcements for entry-level sworn positions within the Greenville Police Department shall be a joint effort of the City of Greenville Human Resources Department and the Greenville Police Department. The Greenville Police Department's job vacancy advertisements provide a brief description of the duties, responsibilities, requisite skills, educational level, physical requirements and any other minimum qualifications or requirements for the position to be filled.

To ensure job relevancy, the Greenville Police Department's recruitment strategies and procedures will be based on a detailed written analysis of the nature of the job to be performed, the knowledge, skills and training required to perform the essential job tasks and any prerequisite personal attributes. Job analysis shall be maintained by the Personnel & Recruiting Unit.

At the request of the Greenville Police Department, the City of Greenville Department of Human Resources will advertise for entry-level job vacancies through the print and electronic media including local news publications, the City of Greenville Television Channel, and City of Greenville website. Advertising dates will provide for sufficient advance time to allow reasonable opportunity for interested applicants to respond to the deadline for filing applications.

All employment applications and recruitment announcements for the Greenville Police Department shall contain the phrase "Equal Opportunity Employer". The Police Department's recruitment literature will include depictions of women and minorities in law enforcement roles to enhance its credibility and sincerity.

Notice of the Greenville Police Department's need for applicants will be publicized at least ten (10) working days prior to any official application filing deadline. The application filing deadline will be printed in bold type on preliminary applicant forms, and recruitment advertisements.

### **31.3.2 COMMUNITY ASSISTANCE WITH RECRUITMENT**

CALEA Standard: 31.3.2

The Greenville Police Department seeks cooperation from various community organizations, educational institutions, and local government personnel agencies in its recruitment efforts for sworn personnel.

The Greenville Police Department routinely conducts recruitment activities outside its local jurisdiction by means of mass media advertising and by recruitment efforts on college campuses, military bases, and other suitable locations.

The Greenville Police Department's Personnel & Recruiting Unit in conjunction with the City of Greenville Department of Human Resources posts job vacancy announcements and job requirements information with local community organizations as a part of the recruitment efforts.

The Recruitment Officer serves as liaison between college and high school career counselors and the Greenville Police Department. The recruitment officer will:

- Set up a display and distribute recruitment material on Career Day
- Provide perspective applicants with job interest cards and position advertisement flyers
- Provide career and employment information with the Greenville Police Department to different educational institutions

### **31.3.3 APPLICANT PROCESSING**

CALEA Standard: 31.3.3, 31.3.4

The Greenville Police Department uses a job interest email alert as a pre-application contact form. This alert requests the following information: applicant name, email address, and position desired. The job interest email alert is considered an expression of interest and an aid to recruiting efforts. The job interest email alert is obtained through the City of Greenville web site at [www.greenvillenc.gov](http://www.greenvillenc.gov).

#### **Contact throughout the Application Process**

The Personnel and Recruitment Officer will be responsible for ensuring that contact is maintained with applicants for sworn positions from the initial application to final employment disposition. Applicants will periodically be informed on the status of their application and these contacts will be documented. Should an applicant request an application and not return the completed application package within thirty (30) days, further contact with the individual will not be necessary.

Applications will not be rejected because of omissions or deficiencies that can be corrected to the Greenville Police Department's satisfaction prior to the testing or interview process.